

**Frank Edelblut Christine Brennan**

Commissioner Deputy Commissioner

## STATE OF NEW HAMPSHIRE

**DEPARTMENT OF EDUCATION**

**101 Pleasant Street**

**Concord, N.H. 03301**

**TEL 603-271-3495**

**FAX 603-271-1953**

**Child & Adult Care Food Program - On-line Application Checklist**

[**https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services/child-adult-care-food**](https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services/child-adult-care-food)

The following attachments must be completed in order for you to have an approved CACFP application packet on file with the Office of Nutrition Program and Services. Once there is an approved on-line application packet with the Office, you will be eligible to complete your monthly claim reimbursements.   
  
 **Must be completed by ALL Entities unless otherwise instructed:**

Alternate Approval Application for Child Care Centers or Family Day Care Home – if applicable

Alternate Approval Application for Outside School Hours Child Care – if applicable

Announced/Unannounced Monitor Review Visit Schedule

Application Signature Page

At-Risk NSLP-CACFP Application Attachment U

At-Risk Monitoring Attestation

Board of Directors List – New Form

Board of Directors Letter – announcing CACFP

CACFP Management Plan – updated yearly

CACFP Ethnic/Racial Data

Chair/Executive Director/Owner’s Form (Executive Director must be uploaded yearly)

Civil Rights Approval Questionnaire must filled out and included yearly with application

Current Facility License – must filled out and included yearly with application

Description Changes & Publicly Funded Programs - must filled out and included yearly with application

Food Service Management Company (FSMC) Form Attachment H

Free & Reduced Policy Statement – Non-Pricing Program

Free & Reduced Policy Statement – Pricing Program

Grassroots Sponsors Letter

Permanent Agreement (New One needed for FY 2021)

Principal Forms (Executive Director every year and any new Board Members)

Program Marketing Expansion Plan – for all Sponsoring Organizations

Procurement and Code of Conduct Policy & Procedures

Public Release – Non Pricing Program

Public Release – Pricing Program

Public Release – Family Day Care Home (FDCH)

Sample Letter – Approval of Free or Reduced Price Meals

Sample Letter – Denial of Free or Reduced Price Meals

Unaffiliated CACFP Application & Agreement – For NEW ONLY

Viability, Capability, Accountability Questionnaire (must be fill out be everyone)

**Administrative Budget Worksheets for all Facilities:**

B – Mileage, Meals & Lodging Allowance

C - Office Supplies

D - Printing

E - Office Equipment

H - Telephone

K - Consultant Services

M - FDCH Provider/Center Training

N - Sponsor/Center Staff Training and Development

O - Insurance

P - Advertising and Public Relations Costs

Q - Licensing Costs

R - Membership, Subscriptions and Professional Organization Activities

S - Indirect Costs

T - Miscellaneous Costs

W - Unaffiliated CCC-FDCH Budget Sheet

***All attachments must be downloaded on your local drive, completed, saved, scanned and uploaded into the MyNHDOE computer system under Attachments.*** [***https://my.doe.nh.gov/myNHDOE/Login/Login.aspx***](https://my.doe.nh.gov/myNHDOE/Login/Login.aspx)

***This institution is an equal opportunity provider.***